



Dear Woodside Village II Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed a revised "Delinquency Policy" at the Board meeting held February 12, 2004. The Board unanimously approved the **REVISED** delinquency policy.

PROMPT COMMUNICATION WITH MANAGEMENT IS ESSENTIAL IF YOU ANTICIPATE BEING LATE WITH A MAINTENANCE FEE. PLEASE LET US KNOW IF A PROBLEM ARISES.

Your Woodside Village II monthly maintenance fee is due on the **FIRST** of each month. If your payment is not received by the **TENTH** of the month, a \$25.00 late charge will be assessed to your account. If the maintenance fee continues to remain unpaid, Westwind Management charges you collection fees to cover our additional collection work.

The following are Board-approved collection charges that will be added to your account if a maintenance fee becomes delinquent – **PLEASE REMEMBER MAINTENANCE FEES ARE DUE BY THE 1ST OF EACH MONTH.**

- A. If no payment is received by the 10th of the month a friendly reminder is sent. – **\$25.00 LATE CHARGE ASSESSED BY WOODSIDE VILLAGE II.**
- B. Thirty-(30) days delinquent, a second notice will be sent with a collection charge of \$30.00, which is added to your account. -- **\$30.00 CHARGE BY WESTWIND**
- C. Forty-five days delinquent, a final notice will be sent with a collection charge of \$30.00, which is added to your account. -- **\$30.00 CHARGE BY WESTWIND**
- D. If the delinquency problem is not resolved within fifty-five (55) days after it is due, your unit will be liened with a \$100.00 charge and will be turned over to the Association's attorney for prompt legal action. -- **\$100.00 CHARGE PLUS ATTORNEY FEES**

Delinquent monthly maintenance fees are a very critical problem and Westwind Management takes collection of those fees very seriously. Please help us, and especially yourself, by keeping your monthly maintenance fees current.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT APRIL 1, 2004.

Sincerely,


Kent G. Kuhlmann, CMCA®
Association Business Manager